

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day, e.g., Date].

I have greatly enjoyed my time at [Company's Name] and am grateful for the opportunities to grow both personally and professionally. I appreciate the support and guidance you and the team have provided during my tenure.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and train my replacement in the coming weeks. Thank you once again for the wonderful experience, and I hope to stay in touch in the future.

Sincerely,
[Your Name]